

Delaware Department of Transportation
OJT MONTHLY PROGRESS REPORT

Contractor Name: ABC Company Contact Name: John Smith Contract Number: T201600000
 Contract Description: Asphalt paving Trainee Name: Stella Stevens Start Date: 00/00/16
 Enrollment Date: 00/00/16 Starting Wage Rate: \$15 (hr) Current Wage Rate: \$26 (hr) Percent Complete: 25 %

TRAINEE

REPORTING PERIOD: BEGINNING: 00/00/2016 ENDING 00/00/2016 **APPROX. TRAINING TIME:** 13 Wks/520 Hrs

Training Phase	Req. Hours	Safety	Productivity	Quality	Understanding	Attitude	Attendance	Total Hours this Period	Total Hours to Date
I. ORIENTATION AND OBSERVATION		(Record Performance Rating for each category)							
A. Safety procedures	10	3	4	3	1	2	4	5	5
B. Observe machine in operation	15								
C. Starting, stopping and regulating valves	15								
II. CARE AND MAINTENANCE									
A. Safety procedures	10								
B. Routine fueling, lubrication and servicing	30								
III. OPERATION OF EQUIPMENT									
A. Safety procedures	10	3	3	3	3	4	4	10	10
B. Connecting pipes from compressor to equipment	45								
C. On-the-job operation	360								
D. Special applications	25								

Rating Scale: 4 = Excellent, 3= Above Average, 2=Average, 1= Needs Improvement, 0=Not rated

CURRENT STATUS:

☒ Progressing ☐ Disciplined (Provide Documentation) ☐ Completed Program

Observations and/or comments: Trainee is performing all tasks as assigned.

Supervisor Signature: John Smith Date: 00/00/2016
 Supervisor Name (Print): JOHN SMITH

Trainee Signature: Stella Stevens Date: 00/00/2016

RETAIN ORIGINAL AND SEND TO: DOT.DelawareDBE@state.de.us or
 Delaware Department of Transportation
 Office of Civil Rights
 800 Bay Road, Dover, Delaware 19903

